



திருவள்ளூர் பல்கலைக்கழகம்  
**THIRUVALLUVAR UNIVERSITY**  
SERKADU, VELLORE – 632 115.

**Advertisement No.TVU/R/2016/6402, dated 25.11.2016**

Applications [8 copies] are invited for the Post of Registrar, so as to be received by the **Vice-Chancellor** superscribing on the **envelope “Application for the Post of Registrar”**.

Application form, prescribed qualifications, general instructions and other details are available at the University Web Site: <http://www.thiruvalluvaruniversity.ac.in>

The last date for receipt of filled in applications is **25.12.2016, 5.00 p.m.**

**Note:** The Syndicate reserves the right to fill up or not to fill up the post without assigning any reasons whatsoever.

**REGISTRAR i/c**

**QUALIFICATIONS:**

1. A Master's degree with at least 55 % of marks or its equivalent Grade of B in the UGC Seven point scale;
  - a. A relaxation of 5% will be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
  - b. 'B' in the seven point scale with UGC letter grades O, A, B, C, D, E & F will be regarded as equivalent of 55% whenever the grading system is followed.
  - c. The minimum requirement of 55% marks at Master's level will not be insisted upon for Principals, Professors, Readers, Registrars, Deputy Registrars, Librarians, Deputy Librarians, Director/ Deputy Directors of Physical Education for the existing incumbents who are already in the University system. The minimum requirement in their case shall be at least 50% of marks at Master's level. However, the 55% of marks at Master's level will be insisted upon for those entering the system from outside and those at the entry point of Assistant Professor, Assistant Registrars, Assistant Librarians and Assistant Directors of Physical Education.

2. At least 15 years of experience as Assistant Professor (or) with eight years of experience as Associate professor or its equivalent cadre along with experience in educational administration;  
(or)

Comparable experience in research establishment and /or other institutions of higher Education;

(or)

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post;

3. Ph.D. Qualification in the respective field is desirable.

**TENURE:** As per the Thiruvalluvar University Act, 2002 in clause (ii) of sub-section (1) of section 14, the Registrar shall hold office for a period of three years and the Registrar shall retire on attaining the age of sixty years in the case of academicians and fifty-eight years of service in the case of non-academicians or on the expiry of the period specified in this clause, whichever is earlier.

**Note:**

- a. A relaxation of 5% may be provided from 55% to 50 % of the marks at the Master's level for SC/ST Category
- b. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. Degree holders who have passed their Master's Degree prior to 19<sup>th</sup> September, 1991.
- c. The University reserves the right to fill up or not to fill up the post.
- d. The University reserves the right to shortlist the candidates.
- e. Applications (8 Copies) should be made only in the format prescribed by the University.
- f. Candidates already in service should send their applications through proper channel and will be considered for deputation only.
- g. Candidates called for interview will not be paid any TA/DA
- h. Applications received after the last date will be summarily rejected.
- i. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports, is essential.
- j. Enquiries on the above subject will not be entertained.
- k. SC/ST and differently abled candidates are exempted from paying application fees provided they enclose self attested xerox copy of community certificate /Differently abled certificate from the competent authority, as the case may be. However, they have to pay Registration Fee of Rs.100/-.

- Filled in applications shall be sent to : The Vice-Chancellor, Thiruvalluvar University, Serkkadu, Vellore-632 115
- Demand Draft to be drawn in favour of : The Registrar, Thiruvalluvar University, Vellore-632 115
- Last date to received the filled in application : Up to 5.00 pm on **25.12.2016**
- Application fee (except SC/ST and Differently abled candidate) : Rs.500/-
- Registration fee for all including SC/ST and Differently abled candidate (Read instructions 'K') : Rs.100/-



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Application for the Post of: **REGISTRAR**

Advertisement No.

Registration Fee Particulars: D.D.No..... Date: .....

Name of Bank: .....

Amount: Rs.....

Please affix your  
recent passport  
size photograph  
with signature

1. Name in full (in BLOCK LETTERS) :
2. Father's / Husband's Name :
3. Date of Birth (Supported by Certificate evidence) :
4. Place of Birth (District and State) / Nationality :
5. Sex :
6. Religion / Community / Caste :  
(to which the applicant belongs,  
OC/BC/MBC/SC/ST)  
(Enclose Attested copy of Community Certificate)
7. Present Address (to which communications :  
should be sent)
8. Mother Tongue :
9. Vernacular Language in School/College :

10. Other Languages known to read :  
to write  
to speak

11. Educational Qualifications (University Education) (Attach attested copies of Certificates / Mark sheets in support of each degree of diploma)

S.No.	Institutions studied	Years of Study	Part/full time	Degree or Diploma	Whether passed in one appearance	Class of grade/ % of Marks	Specialization

12. Experience regarding previous and present employment (Authenticated experience Certificated to be attached separately)\*

S.No.	Employer	Post held	Pay drawn	Period of employment				
				From	To	Y	M	D
Total								

\*Period spent on study for Master / Ph.D degree should be included except the part time study period (Attach a separate sheet if space is not sufficient)

13. Teaching and Research Experience

A. Teaching\*

S.No.	Classes	College in which taught	Duration					
			From	To	Y	M	D	
1.	Under Graduate							
2.	Post Graduate							

\*The period of teaching experience gained simultaneously for Under Graduate & Post Graduate courses should be shown under Post Graduate only.

B. Research\*\*

Subject	Place of Work	Duration					Number of Students guided and degree awarded only	
		From	To	Y	M	D	M.Phil	Ph.D

\*\* The Period spent on study for M.Phil / Ph.D degree should not be included except the Part-time study period

14. Organizational activities:

Contributions to Teaching/Research and Institutional Development (Attach separate sheet one page under each heading)

15. Research Projects/Scheme completed / Undertaken at present. Give the title, sponsor & duration and cost of the project. (Attach separate sheet, if necessary)

<b>Title of Major Research Project</b>	<b>Sponsor</b>	<b>Duration of the Project</b>	<b>Total cost of the Project</b>	<b>Completed / Undertaken</b>

16. Trainings undergone (Academic / Administrative) (Attach separate sheet if necessary)

<b>S.No.</b>	<b>Name</b>	<b>Place</b>	<b>Period</b>	<b>Sponsor</b>	<b>Field of Specialization</b>	<b>Expertise Developed or learnt</b>	<b>Application of Training</b>

**17. Publications:**

**Research Papers (Original articles) :**

**a) National Journals**

<b>Author's Name</b>	<b>Title</b>	<b>Year of Publication</b>	<b>Publisher's Name</b>	<b>Total Pages</b>	<b>Impact Factors</b>

**b) International Journals**

<b>Author's Name</b>	<b>Title</b>	<b>Year of Publication</b>	<b>Publisher's Name</b>	<b>Total Pages</b>	<b>Impact Factors</b>

c) Popular Articles :

d) Conference / Seminars / Symposia / Workshops participated :

e) Books written :

**18. Designation, Scale of Pay in the Present Post & Basic Pay drawn as on date of the application**

(a) Designation :

(b) Scale of Pay :

(c) Basic Pay :



19. Is there any commitment to serve any organization? :
- If so give details
20. Other countries visited, if any and the duration and the purpose of visit :
21. List three referees, well known about you, with their addresses, who can certify your Professional Competency :
22. Additional qualifications, Titles/Awards/ Fellowships/Scholarships :
23. IT/e-governance/Management Experience :
24. Administrative experience (General, Financial and examination related) :
25. Development of softwares & IT modules for Teaching, Research, Administration & Vision Plan :
26. Names of Professional Societies in which you are member and position, if any :
27. Any other information regarding experience, etc. in support of satisfying the rules prescribed for the post now applied for

I certify that the information furnished above are true and correct to the best of my knowledge and belief. Should there be any incorrect or false information having been furnished or that may come to light in due course, I bind myself for such action as the University may decide.

Signature:

Name & designation:

Place:

Date:

List of Enclosures:

- (1)
- (2)
- (3)
- (4)
- (5)

**RECOMMENDATION OF THE HEAD OF THE DEPARTMENT / OFFICE**

**Transmitted to the Vice-Chancellor, Thiruvalluvar University, Serkkadu, Vellore.**

The particulars furnished were verified with Service Register and found correct.

**Head of the Department / Office**

**Note:**

While sending the application, the Head of Office is requested to send the confidential report of the candidate separately on the same day in a separate cover, superscribed as **“FOR SELECTION TO THE POST OF REGISTRAR THIRUVALLUVAR UNIVERSITY, VELLORE”**.

**THIRUVALLUVAR UNIVERSITY**  
**SERKKADU, VELLORE-632 115**

**TERMS AND CONDITIONS OF APPOINTMENT AND OTHER**  
**INSTRUCTIONS TO CANDIDTES**

**INFORMATION:**

1. Candidates must be Indian Nationals.
2. Candidates who are abroad may apply on plain paper giving full particulars together with an International Money Order to cover the Registration fee of Rs.100/-.
3. Candidates who satisfy the conditions prescribed to the satisfaction of the University authorities should be prepared to appear before the University Staff Selection Committee for interview at their own cost.
4. Candidates may be called for an interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Vice-Chancellor. The summoning of the candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
5. It will be open to the University not to fill up any of the posts now advertised.
6. Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
7. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Thiruvalluvar University.
8. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.
9. Video Conferencing will be arranged for foreign candidates for interview on payment of the cost by the candidates.

**INSTRUCTIONS:**

1. The application form shall be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will be rejected.
2. The application form, together with a **Crossed Demand Draft for Rs.100/-** being the Registration Fee drawn **in favour of the Registrar, Thiruvalluvar University payable at Vellore**, should be sent so as to reach **the Vice-Chancellor, Thiruvalluvar University, Vellore-632 115** on or before the prescribed time and date. Applications unaccompanied by the Demand Draft will be rejected.

3. Persons who are already working in State or Central Government or any other organisation should send their applications through proper channel. Any delay in sending the applications through proper channel is not the responsibility of the University. Advance copies of the applications reaching **the Vice-Chancellor, Thiruvalluvar University, Vellore – 632 115**, within the prescribed time limit shall be entertained provided the original application forwarded through proper channel reaches the Registrar before the candidates are called for interview of the Screening Committee needs.
4. Candidates may send copies of testimonials from persons well acquainted with his / her works and character and must also give name and address of three persons in Indian to whom references can be made. If he / she has been in employment he / she should either give his / her present or most recent employer or immediate superior, as a referee or submit a recent testimonial from him / her. He / She should also submit an attested copy of the entry relating to his / her date of birth, from the Matriculation or Secondary School Leaving Certificate, attested copies of his/her Degree certificate or / and Diploma testimonials.
5. If a candidate desires to name as a referee any person residing outside Indian he / she should write to that person asking him to send a statement of his opinion concerning the candidate's character and suitability for the post directly to the Vice-Chancellor, Thiruvalluvar University, Vellore – 632 115. The reply will be treated as confidential.
6. Evidence of Degree/Diploma certificate and testimonials should be brought in original at the time of interview.
7. Separate application with separate Registration fee is required for each post.
8. Applications from candidates who are in service will be considered only if forwarded through proper channel. In such cases, advance copies (7 numbers) of applications should be sent direct to **the Vice-Chancellor** so as to avoid delay. Applicants, if required, should prepare to come for an interview at Vellore at their own cost.
9. The photo affixed in the application is to be self attested.
10. Applications should reach the office of **the Vice-Chancellor, Thiruvalluvar University, Serkkadu, Vellore – 632 115** on or before the time and date fixed.

**REGISTRAR**